

Attendance Certification

End of Year

Report Details

Reporting Timeframe: Open Date: 06/01/2021 Due Date: 07/01/2021

Who should report: Charter Schools, CSDs, Maine Indian Education, MSUs, RSUs, State Operated, UT, Private Special Purpose, Regional Programs, Privates that except Publicly Funded Students.

Description: End of Year attendance will show each quarter's attendance per school in your district, along with the percent of student body chronically absent.

Accessing the reports:

To access this report, you will [log into NEO](#). (**Student Data permission are required**)

Then go to Student Data, then Student Reports, you will see these two reports.

-Certification Report will load the district aggregate totals per school and quarter and allow the Superintendent to certify the data.

-Detail Report will load all district students that have been entered into Synergy to show their attendance for the entire year. This data can be all quarters or by individual quarters.

Attendance Certification Report - Quarterly

Student Data Reports Dashboard

Reporting Area : Please Select

[Create New Report](#)

Search:

Reporting Area	Report Name	Report Description	Navigation
Assessment	Alternate Assessments (MSAA/SAA/ACCESS for ELLs)	List of students who are eligible to participate in alternate assessments.	Edit View Report
Assessment	English Language Proficiency ACCESS for ELLs - Grades K-12	Lists students eligible to participate in the English Language Proficiency Assessment - ACCESS for ELLs or Alternate Access for ELLs.	Edit View Report
Assessment	ESEA Demographics Certification Report	Aggregation of students enrolled on 05/15/2021 for participation in state assessments during the 2020 assessment administration. This report includes student demographic categories for assessment and accountability purposes.	Edit View Report
Assessment	ESEA Demographics Detail Report	Details of students enrolled on 05/15/2021 for state assessments during the 2021 assessment administration. This report includes student demographic categories for assessment and accountability purposes.	Edit View Report
Assessment	NWEA Mathematics & Reading - Grades 3-8, 2nd & 3rd year HS	List of students that are eligible to participate in the NWEA Mathematics & Reading - Grades 3-8, 2nd & 3rd year HS.	Edit View Report
Assessment	Science General Assessment - Grades 5, 8 and 3rd year high school	List of grades 5, 8, and third year high school students eligible to participate in the MEA Science assessment. This report does not refresh.	Edit View Report
Enrollments	April Enrollment Certification	NEW! April Enrollment Certification Report.	Edit View Report
Enrollments	April Enrollment Details	NEW! April Enrollment Details Report.	Edit View Report
Enrollments	Attendance Certification Report - Quarterly	This report is used to certify Quarterly Student Attendance and Chronic Absenteeism data.	Edit View Report
Enrollments	Attendance Details Report - Quarterly	Attendance Details Report	Edit View Report

Click on 'View Report' for 'Attendance Certification Report - Quarterly'. Then select your district under the Reporting Organization dropdown, along with 'End of Year' under quarter, which will load your district data. Each school in your district will be listed along with each quarter totals:

Attendance Certification Report

Data for Collection Year: 2020-2021

Quarter: End of Year

Content Area: Data Management Team

DOE Contact: [MEDMS Helpdesk](#) (2076246896)

Reporting Organization : Reporting Organization

Attending District Summary : End of Year

Search:

Attending District	Attending School	Quarter	Total Days Enrolled	Total Days Present	Percent Absent	Number Excluded (E)	Total Number of Students	Number of Chronically Absent Students	Percent of Student Body Chronically Absent	Count Incomplete Records	Navigation
		Q1	4881.00	4738.00	2.93%	32	257	33	14.67%	0	Live Student Details
		Q2	12938.00	12098.00	6.49%	32	257	46	20.44%	3	Live Student Details
		Q3	13960.00	13111.00	6.08%	32	256	47	20.98%	1	Live Student Details
		Q4	0.00	0.00	0%	31	249	0	0.00%	249	Live Student Details
Total for [District Name]			31779	29947	5.76%	32	258	36	15.92%	252	Live Student Details
District Totals:			31,779	29,947	5.76%	32	258	36	15.93%	252	Live Student Details

Showing 1 to 4 of 4 entries

Certification

I attest that the data above in the attending district summary is complete and accurate.

Certify button is disabled because there are students missing attendance data in the Attending Section

The report has 12 columns:

Attending District: District where data is pulled from.

Attending School: Specific school data is pulled from.

Quarter: Quarter data is pulled from.

Total Days Enrolled: This is the number of active instructional days that all students have been in enrolled in the specific quarter.

Total Days Present: The total number of days all students were in attendance in the specific quarter for at least 50% or more of the student's scheduled school day.

Percent Absent: Percentage of the quarter that all students were absent.

Number Excluded: This column reports the total amount of the student body that are excluded from the chronic absenteeism count.

Total Number of Students: The total amount of students for the quarter that should have attendance.

Number of Chronically Absent Students: The total amount of the student body for the quarter that were chronically absent.

Percent of Student Body Chronically Absent: The percentage of the student body that was chronically absent.

Count Incomplete Records: The number of students that are missing attendance. Clicking into 'Live Student Data' will allow you to filter on Incomplete Data and see who these students are.

Navigation: Links to the 'Attendance Details Report – Quarterly' report

Important things to note:

- The report cannot be certified until all 'Counts Incomplete Records' have been resolved.
- Only the Superintendent will be able to click the 'Certify and Submit to DOE' button. If a certification submission needs to be removed please contact the helpdesk. (Contact info is at the bottom of instructions)

[Attendance Details Report – Quarterly](#)

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Click on 'View Report' for 'Attendance Details Report – Quarterly'. Then select your district under the Reporting Organization dropdown, along with 'School Year to Date' under quarter, which will load your district data. Each school in your district will be listed along with end of year totals:

Year: 2020-2021 Responsible/Attending District: Maine Statewide View Report

Attending School: Select All Quarter: School Year to Date

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Attendance Details Report

Report Filter Criteria:

Year	Responsible/Attending District	Attending School	Quarter	Report Date	Data as of
2020-2021	Maine Statewide	ALL	School Year to Date	05/11/2021 08:35 AM	05/11/2021 08:01 AM

Results Grid:

Year	Attending District	Attending School	Last Name	First Name	Middle Name/Initial	State Student ID	Grade	Quarter	#School Calendar Days	Total Days Enrolled	Total Days Present	Total Days Absent	Excused Absences	Percent Absent	Chronically Absent	Incomplete Data	Truancy Record
2020-2021	Maine Statewide	St. Ann's School	KG	SY	109	75	72	3	2	4.00%	N	N	
2020-2021	Maine Statewide	St. Ann's School	KG	SY						0.00%	N	Y	
2020-2021	Maine Statewide	St. Ann's School	10	SY						0.00%	N	Y	

The report has 18 columns:

Year: School year for data details.

Attending District: District where data is pulled from.

Attending School: Specific school data is pulled from.

Last Name: Students last name.

First Name: Students first name.

Middle Name/Initial: Students middle name or initial.

State Student ID: Students SSID.

Grade: Students Grade.

Quarter: Reporting quarter – One through Four and SY (School Year to Date).

Number of School Calendar Days: Number of active instructional days that school has been in session during the quarter. Must be equal to or greater than "Days Enrolled" and Cannot exceed 91.

Total Days Enrolled: This is the number of active instructional days that the student has been in enrolled in the specific quarter.

Total Days Present: The total number of days the student was in attendance in the specific quarter for at least 50% or more of the student's scheduled school day.

Total Days Absent: Number of days the student was absent in the quarter.

Excused Absences: Number of excused absences the student has for the quarter.

Percent Absent: Percentage of the quarter that the student was absent.

Chronically Absent: Indicates if the student was chronically absent for the quarter.

Incomplete Data: Allows you to see if the student needs attendance data entered into Synergy.

Truancy Record: Indicates if the student has a truancy record in Synergy.

Important things to note:

- The data in the details report is "live" and updates every hour and a half. (once the report is certified this will no longer update)
- If you do not see a change you made in Synergy please wait an additional hour, if you still do not see the change please contact the helpdesk.

Once everything looks correct, the Superintendent can click on 'Certify and Submit to DOE' on the Attendance Certification Report.

Contact Information

If you have any questions or comments please contact the MEDMS Helpdesk:

Email: medms.helpdesk@maine.gov

Phone: (207) 624-6896

